

**1 Oct 24**  
Version 2

## **Air Force Reserve Officer and Enlisted Incentive Guide - FY25**

The purpose of this Personnel Services Delivery Guide (PSDG) is to outline Fiscal Year (FY) 2025 program entitlements for Air Force Reserve (AFR) Airmen as well as to assist servicing Commander Support Staff (CSS), Military Personnel Flights (MPF), Force Support Squadron (FSS), and RIO Detachments in understanding the “Air Force Reserve Officer and Enlisted Bonus” program.



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

MEMORANDUM FOR AFRC COMMANDERS

FROM: HQ AFRC/A1Y  
330 Cherry Drive, Bldg. 555  
Robins AFB GA 31098-1635

SUBJECT: Air Force Reserve (AFR) Fiscal Year (FY) 2025 Officer/Enlisted Incentive Program

1. The AFR bonus incentive program continues to attract and retain qualified unit and individual reservists as identified by duty air force specialty code on the FY25 critical skills list. With the growing demand for Reserve Citizen Airmen to accomplish Total Force missions, the AFR FY25 incentive list serves as the source document to ensure our high-demand skills receive relevant and equitable compensation for their contributions to our nation's defense.
2. In accordance with DAFI 36-3012, para 2.5.3.1, the 367th Recruiting Group and supporting force support units are authorized to use a 15-day overlap period to continue use of FY24 bonus incentive eligibility beginning 1 October through 15 October 2024. The intent of this overlap period is to provide maximum flexibility in the accession process and additional latitude in finalizing the processing of potential officer/enlistees already in the pipeline. It only applies to recruits who meet non-prior service, prior service and affiliation bonus eligibility requirements. This guidance does NOT apply to members who are eligible for reenlistment, retraining or who are reclassified.
3. Once final approval is received, the FY25 bonus incentive critical skills list will remain valid through 30 September 2025. However, this program is subject to a mid-year review and is subject to change based on AFR mission requirements, program execution and budget forecasts.
4. If you have any questions, please email HQ AFRC/A1YR at: [hqafrc.a1y.workflow@us.af.mil](mailto:hqafrc.a1y.workflow@us.af.mil).

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Chief, Recruiting and Retention Division

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## OFFICER & ENLISTED BONUS PROGRAM

### Section A: Introduction

#### Revision History

Version	Date	Revision Description
2	31 October 2024	Added CSL AFSC “Enlisted By Location” eligibility list and FM variable codes.
1	1 October 2024	Implementation of program procedural guidance for FY25

#### 1. INTRODUCTION:

In accordance with SAF/MR delegation of authority, the Chief, Air Force Reserve approved the Air Force Reserve (AFR) Fiscal Year (FY) 25 Critical Skills Officer and Enlisted Bonus List on 13 Sep 24. The following should be read and understood in its entirety.

Airmen will first, coordinate with their Wing Talent Management Consultant (WTMC) (formerly Career Assistance Advisor) in their servicing Force Support Squadron (FSS) or HQ RIO/TMC for general questions, eligibility, verification, and submission of bonus packages.

#### 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Headquarters Air Force, Directorate of Personnel (HAF AF/REP)
- Air Force Reserve Command, Recruiting and Retention Division (AFRC/A1Y)
- Air Force Personnel Center, Special Pay, and Incentive Bonus (ARPC/DPATI)

#### 3. TARGET AUDIENCE:

- Air Force Reserve Airmen

#### 4. REFERENCES/RELATED PROCESSES:

- **AFMAN 36-2100**, *Military Utilization and Classification*
- **DAFMAN 36-2136**, *Reserve Personnel Participation*
- **DAFI 36-2606**, *Reenlistment and Extension of Enlistment in the United States Air Force*
- **DAFI 36-3012**, *Military Entitlements*
- **DoDI 1215.07**, *Service Credit for Non-Regular Retirement*
- **DoDI 1304.34**, *General Bonus Authority for Officers*
- **DoDI 1304.31**, *Enlisted Bonus Program*
- **DoD 7000.14-R, FMR, Vol 7A, Chapter 56**, *Ready Reserve Accession, Affiliation, Enlistment, and Retention Bonus*
- **Title 37 U.S.C. Chapter 5, Subchapters I, II, & III**, <https://uscode.house.gov>

**NOTE:** This guide is available in myFSS by using the ‘Search’ bar and typing “AFR Enlisted Incentive Program” or “AFR Officer Incentive Program” or ‘PSDG’. The PSDG will be listed by the title under the heading, Benefits and Entitlements.

## Section B: Roles and Responsibilities

### **5. ROLES AND RESPONSIBILITIES:**

This section outlines specific roles and responsibilities for processing AFR bonuses.

#### **HAF AF/REP:**

- Serves as Program Element Monitor and provides policy guidance for all AFR special pay and bonus programs
- Provide AFRC/A1Y annual retention and accession targets to meet congressionally programmed AFR end strength

#### **AFRC/A1Y:**

- Manage and establish guidelines for the administration of the AFR bonus programs
- Prepare and distribute a consolidated bonus-eligible list reflecting all authorized bonus AFSC
- Establish bonus programs offered, criteria and payment amounts
- Monitor the AFR Bonus Program and assess effectiveness, participation, and budgetary requirements
- Coordinate with AFRC/FM on funding requirements and execution data
- Provide resources, training, policy interpretation, and guidance on AFR bonus programs
- Final approval for Airmen in receipt of a bonus who decides to reenlistment more than 30 days before their ETS, unless they are reenlisting to transfer education benefits

#### **ARPC/DPATI:**

- Functional OPR for executing the AFR Bonus Program
- Collaborates with program stakeholders & provides procedural guidance to the field
- Receives completed bonus applications from WTMCs
- Final approval authority on officer and enlisted bonus applications (except Health Profession Bonuses)
- Final approval authority for Bonus Continuation Waiver requests
- Updates enlisted bonus codes in the Military Personnel Data System (MilPDS)
- Sends bonus approval to WTMC for payment processing
- Processes bonus payments for IRs
- Waiver authority for the AFR bonus program and its requirements

#### **Wing & HQ RIO TMC:**

- Distribute Critical Skills List (CSL) to unit/group TMCs
- Provides consultation to the member on bonus eligibility and requirements
- Counsel officer/enlisted bonus applicant on Reserve Service Commitment (RSC)
- Ensures member completes the Bonus Agreement and file locally in Electronic Records Management (ERM)

- Ensures member completes DAF Form 64, RSC Acknowledgement/Declination which outlines the member's RSC and sends to AFPC to file in member's electronic ARMs record
- Processes the member's bonus application and notifies member of final bonus status
- Sends the member's bonus application to ARPC/DPATI for approval
- For approved bonuses, updates officer and enlisted RSC codes in MilPDS
- Provides local FM approved bonus documentation/Certificate of Eligibility for bonus payment processing
- Monitors the Airman's participation & annually validates bonus continuation
- Terminates the member's bonus, if applicable
- Initiates recoupment actions in coordination with FM, if applicable
- Submits Bonus Incentive Continuation requests via myFSS to ARPC/DPATI for approval
- Airmen in receipt of a bonus and decide to reenlistment more than 30 days before their ETS, submit a waiver request via e-mail to AFRC/A1Y prior to reenlistment, unless they are reenlisting to transfer education benefits

#### **Unit/Group TMC:**

- Distribute Critical Skills List (CSL) to unit members
- Inform potentially eligible Airmen of possible bonus eligibility when they enter their Selective Reenlistment Program (SRP) window

#### **Recruiters:**

- Inform potentially eligible Airmen of the application process
- Reviews CSL & informs members initial bonus payment and processing timelines
- Counsel officer and enlisted applicants on bonus incurring RSC
- Ensures potentially eligible members sign the Bonus Agreement & DAF 64 and uploads in AFRISS

#### **Unit Commander:**

- Disseminates bonus eligible AFSC list (with the assistance of the MPF and recruiting functions) within their servicing jurisdiction, to include geographically separated units

#### **Servicing Finance Management (FM):**

- Processes bonus payments to member
- Interfaces with Defense Finance Accounting Services (DFAS) for bonus payments not processed at the wing (ex. Affiliation Bonus)

#### **Officer or Enlisted Member:**

- Receives bonus information from Recruiter or servicing WTMC
- Signs bonus agreement acknowledging bonus and participation requirements
- Completes DAF Form 64, RSC Acknowledgement/Declination, outlining the RSC
- If an assignment or change in duty occurs, notify servicing WTMC immediately, as to not incur a debt

## Section C: General Information

### 6. GENERAL INFORMATION:

The purpose of the AFR incentive program is to effectively attract, recruit, and retain quality Airmen. The AFR offers several types of incentive bonus types that are managed by the A1 community.

The AFR may offer all, some, or none of the bonus programs identified in DoDI 1304.31, *Enlisted Bonus Program*, DoDI 1304.34, *General Bonus Authority for Officers*, and DAFI 36-3012, *Military Entitlements*. Monetary bonuses are contingent upon AFR mission requirements and funding constraints. Bonus types offered:

#### Officer Bonus Types:

1. Accession (Non-Prior (NPS) and Prior Service (PS))
2. Affiliation (Regular Air Force (RegAF)/Inactive Ready Reserve (IRR) to AFR)

#### Enlisted Bonus Types:

3. Accession (NPS and PS)
4. Affiliation (RegAF/IRR to AFR)
5. Retention (Reenlistment)

To qualify for a bonus, a member is contractually obligated to serve satisfactorily in the AFR for the full term of an agreement for which a bonus is paid. Satisfactory participation for a Traditional Reservist (TR) is defined as no more than four (4) unexcused absences based on a 12-month period within their retention/retirement year (R/R).

Each Unit Training Assembly (UTA) is comprised of four (4) periods, totaling 48 periods in 12 months. A TR must complete 48 periods during their R/R. An Individual Reservist (IR) must complete 24/48 Inactive Duty training (IDT) periods within their R/R.

Upon the acceptance of a bonus, the member signs a bonus agreement to certify confirmation and understanding of the conditions under which payments are made. This agreement states the terms of the contract and incurred RSC. The bonus anniversary date is the date the Airman entered into the bonus program. Anniversary payments are paid on the day and month that the Airman entered the bonus program. Payment processing timelines may vary.

Airmen who accept a bonus are further obligated to continue serving in the same bonus Air Force Specialty Code (AFSC) unless ARPC approves a continuation waiver for the convenience of the government IAW DAFI 36-3012, para 5.3.1. and 5.9. The member must meet all eligibility requirements in accordance with (IAW) Air Force policy and law. Member must not be in receipt of an accession, affiliation, enlistment, reenlistment, or retraining bonus for the same period of service.

Two additional incentives are offered and managed under the A1 portfolio, but will not be expounded upon in this guide:

1. **Blended Retirement System-Continuation Pay (BRS-CP) Incentive.** Guidance on this program may be found in my FSS. [AFR Blended Retirement System Continuation Pay](#) Aiman are encouraged to meet with their servicing WTMC for additional information and processing procedures.
2. **Experienced Aviator Retention Incentive (EARI).** Guidance on this program may be found in myFSS, [AFR Aviation Bonus \(AvB\)](#), Aiman are encouraged to meet with their servicing WTMC for additional information and processing procedures.

### FY25 Bonus Reference Chart

Bonus Types	Enlisted	Officer	Lump Sum	Anniversary Payments	RSC	Reserve Service Commitment	FM Bonus Variable Codes	MilPDS
								Program Reason Codes
Officer Accession (NPS/PS)		✓		✓	47	4 years	AC	N/A
Officer Affiliation		✓	50%	✓	47	4 years	AB	N/A
(PS)								
Enlisted Accession (NPS)	✓			✓		6 years	1	A
								see note 7
Enlisted Accession	✓			✓	47	3 years	4	S
(PS)								see note 8
Enlisted Affiliation CSL DAFSC (PS)	✓		✓		47	4 years	8	X
Enlisted Affiliation RCAIB Non-CSL DAFSC (PS)	✓		✓		47	3 years	8	X
								*see note 6
Retention CSL (Reenlistment)	✓		✓		69	3 years	5	C or E see note 9
Retention Non-CSL (Reenlistment)	✓		✓		69	3 years	5	C or E see note 9



## NOTES:

1. Members who are currently or become Air Reserve Technicians (ART) or Active Guard Reservists (AGR) are not eligible for any bonus outlined in this FY25 guide.
2. The member will incur a reserve service commitment (RSC) upon acceptance of a bonus that requires minimum satisfactory participation. NPS members do not require a DD Form 64; however, their RSC is 82.
3. SAF/MRM approved the FY25 Reserve Component Affiliation/Accession Incentive Bonus (RCAIB) with an implementation effective date of 31 Oct 2023 through 30 Sep 2025.
4. The FY25 incentive program offers a NPS bonus for a 6-year enlistment. To be eligible, NPS applicants must enlist into a CSL DAFSC for a minimum of 6 years.
5. Finance Bonus Variable Codes and MilPDS Program Reason codes are updated by ARPC/DPATI **ONLY**.

6. MilPDS Program Reason codes for Affiliation bonuses:

X = Affiliation from RegAF/IRR to AFR for a min. of 3 years

**\*Important to identify approved RCAIB** with clear text in the ARPC bonus tracking report until automatic report configuration is complete.

7. MilPDS Program Reason codes for a Non-Prior Prior Service Accession bonus:

A = Enlisted with a Bonus

8. MilPDS Program Reason codes for Prior Service Accession bonuses:

S = Enlisted with Bonus for 3 Years (Prior Service Only)

9. MilPDS Program Reason for Reenlistment bonuses:

C = reenlisted for 3 Years/ No Previous Enlistment Bonus

E = reenlisted for 3 Years/ Previous Enlistment Bonus

## FY25 Bonus Comparison Chart

Accession (Officer)	<u>\$20K</u>	4-year contract/CSL paid over term of contract	} No more than 20 total years of service based on pay date; to receive payment, must become fully qualified in DAFSC
Affiliation (Officer)	<u>\$20K</u>	4-year contract/CSL 50% paid lump sum up front & 2 equal payments for remainder	
NPS (Enlisted)	<u>\$20K</u>	6-year contract/CSL Paid over 6 years	} To receive payment, must become 3-skill level qualified in DAFSC
Prior Svs (Enlisted)	<u>\$15K</u>	3-year contract/CSL Paid over term of contract	
			} No more than 16 total years of service based on pay date; includes other services
Affiliation (Enlisted)	<u>\$20K</u>	4-year contract/CSL Paid lump sum/up front	
			} No more than 20 total years of service based on pay date; must be at least 3-skill level qualified in CSL DAFSC on date of enlistment
Affiliation RCAIB (Enlisted)	<u>\$10K</u>	3-year contract/Non-CSL Paid lump sum/up front	
			} No more than 20 years of service based on pay date; must be at least 3-skill level qualified in non-CSL DAFSC on date of enlistment
Retention (Enlisted)	<u>\$15K</u>	3-year reenlistment/CSL Paid lump sum/up front	
	<u>\$10K</u>	3-year reenlistment/Non-CSL Paid lump sum/up front	} Be within 6 months of ETS; Be in the grade of E-5 to E-7; Be between 5 to 11 years of service based on pay date

**Notes:**

1. Contract lengths are based on minimum allowable standards, applicants may enlist longer.
2. Critical Skills List (CSL) DAFSC.

## Section D: AFR Officer Bonus Program and FY25 Eligibility

### 7. AFR OFFICER BONUS PROGRAM

The AFR officer bonus program was initially approved for execution on 1 September 2008 in accordance with the allowance and instructions provided in Section 332 of Title 37 United States Code (U.S.C). There are two types of officer bonuses: accession and affiliation. In accordance with (IAW) Title 37 U.S.C. and DoDI 1304.34 both bonuses require officers to sign an agreement to serve in the Selected Reserve (SELRES). Every officer bonus requires a written agreement, which outlines their RSC. An AFR officer may be eligible for one of the following bonuses:

- 1) Accession (accepts a commission or appointment as an officer, NPS, and PS)
  - 2) Affiliation (RegAF/IRR to SELRES with no break in service)
- a. **Accession Bonus:** A bonus offered to a person who is newly appointed to the AFR in a DAFSC which is listed in the corresponding Fiscal Year Critical Skills List (FY CSL) on the effective date of their appointment. Eligibility requires completion of initial skills training for award of the DAFSC and become fully qualified upon completion of training. Officers must serve in the bonus eligible DAFSC for a minimum of three years. Prior service AFR personnel who are commissioned into a bonus DAFSC via the Non-Extended Active-Duty Airman Commissioning Program or other commissioning program are eligible for an accession bonus; however, these Airmen must have less than 20 years total federal service (based on pay date) at the time of appointment. Accession bonuses may be up to \$20,000.
  - b. **Affiliation Bonus:** A bonus offered to officers who affiliate directly from RegAF or IRR to the SELRES without a break-in-service. Eligibility requires officers to be appointed to the AFR and be fully qualified in the incentive eligible DAFSC listed in the corresponding (FY CSL) on the effective date of their affiliation (DoDI 1304.34).

Officers must have less than 15 years of qualifying military service toward a regular or non-regular retirement, IAW DoDI 1215.07, *Service Credit for Non-Regular Retirement*. Palace Chase participants and personnel transferring from another Air Reserve Component (i.e., ANG) are not eligible. The maximum affiliation bonus may not exceed \$20,000, paid 50% lump sum up front, followed by two increment payments. Officers must serve in the bonus eligible DAFSC IAW 37 USC 332: *General bonus authority for officers and DAFI 36-3012, para 5.6.*

**NOTE:** An officer who receives a bonus in accordance with Section 332 of Title 37 U.S.C., and fails to complete the period of obligated service or other conditions of service specified in the written agreement for which the bonus is paid, must repay any unearned portion of the bonus consistent with Section 373 of Title 37 U.S.C., and Chapter 2, Volume 7a, of DoD 7000.14-R.

## 8. FY25 CRITICAL SKILLS DAFSC FOR OFFICERS

The following fifteen **(15) officer** MAJCOM-wide **critical skills DAFSCs** are eligible for an accession or affiliation bonus, except DAFSC 16FX. Applicants hired into DAFSC: 16FX are eligible for an affiliation bonus only.

The DAFSC identified with an asterisk star (\*) are eligible for an affiliation bonus only.

FY25 MAJCOM-WIDE BONUS ELIGIBILITY OFFICERS	
DAFSC	Duty Title
11FX	Fighter Pilot
11HX	Rescue Pilot
11KX	Trainer Pilot
11MX	Mobility Pilot
11SX	Special Operation Pilot
12HX	Rescue Combat Systems Officer
12MX	Mobility Combat Systems Officer
15AX	Operations Research Analyst
16FX*	Foreign Area Officer* (\$10K affiliation bonus only)
17DX	Warfighter Communications Operations
19ZX	Special Warfare
21AX	Aircraft Maintenance
32EX	Civil Engineering
52RX	Chaplain
71SX	Special Investigations

**Note:** DAFSC 16FX\* is not currently open to accessions due to DoD mandated limitations.

## Section E: AFR Enlisted Bonus Program and FY25 Eligibility

### 9. AFR ENLISTED BONUS PROGRAM

The AFR Enlisted Bonus Program will encourage enlistment, affiliation, reenlistment, and retention in designated military specialty or skill, career fields, units, grade, or under such other condition or conditions of service for specified periods of obligated service to meet DoD personnel requirements.

Every enlisted bonus requires a written agreement, which outlines their RSC, IAW Section 331 of Title 37 U.S.C. and DoDI 1304.31. Enlistment and reenlistment bonuses directly correlate with length of contract and will range from \$10,000 to \$20,000 based on the term of enlistment and type of bonus. For the AFR, enlisted bonuses under this program are limited to TR and an IR.

In accordance with 37 U.S.C. § 308 and 331, the enlisted bonus program was authorized to support recruiting and retention efforts in critical skills, career fields, units, or grades. An AFR enlisted member may be eligible for one of the following bonuses:

- 1) Accession (NPS and PS)
  - 2) Affiliation (CSL and RCAIB for Non-CSL without a break in service)
  - 3) Retention (Reenlistment)
- a. **Non-Prior Service Enlistment Bonus:** A bonus granted to an individual who has not previously served in any component of the Armed Forces of the United States or has previously served but did not successfully complete initial active-duty training (IADT). Member must enlist into a critical skills DAFSC in effect on Date of Enlistment (DOE) for a term of six years, complete initial active duty for training (IADT), earn a 3-level control in their DAFSC and meet other criteria IAW AFI 36-3012. Non-Prior Service enlistment bonuses may be up to \$20,000 and will be paid incrementally over six (6) years, so long as the Airman meets participation requirements. Currently, bonuses **are NOT** offered for a 4-year enlistment.

A TR's initial payment may not be prorated for participation prior to IADT, rather will be based on UTA participation and satisfactory service (50 points) upon completion of IADT and prorated as appropriate after IADT.

- b. **Prior Service Enlistment Bonus:** A bonus granted to former members of the armed forces who are hired into a critical skills DAFSC. The member **must enlist** for a minimum of three (3) years IAW DoDI 1304.31, Section 4.3., b., (7). Must not have more than 16 years of total military service (from pay date), have received an honorable discharge at the conclusion of all previous periods of service and meets other criteria IAW AFI 36-3012. PS applicants may have a break in service. An applicant may be eligible to receive \$15,000 for a minimum of a three (3) year enlistment into a critical skills DAFSC. The bonus will be paid incrementally over the term of the enlistment.
- c. **Affiliation Bonus (CSL):** A bonus granted to fully qualified members who affiliate directly from RegAF or the IRR and **enlist** into the AFR (no previous SELRES service) without a

break in service. Is assigned to a DAFSC on the member's EDCSA for which they hold at least a three (3) skill-level Control Air Force Specialty Code (CAFSC) or secondary AFSC on the date of enlistment. Member has less than 20 years of total military service based on pay date, IAW DoDI 1304.31, Section 4.2, c(2). Palace Chase participants and personnel hired from another Reserve Component (i.e., ANG) are not eligible. Members enlisting into a critical skills DAFSC may be eligible for a \$20K bonus, with a minimum of four (4) year contract, paid up front/lump sum.

**NOTE:** Effective 22 Sep 2023, the AFRC/CD approved a permanent T-2 waiver of DAFI 36-3012, para 5.4.5.6., removing the requirement that members who are Affiliating have, "less than six years of total military service" so that execution procedures and guidance will be aligned to ensure compliance with relevant laws and policies. The waiver is not retroactive.

- d. **Affiliation RCAIB (Non-CSL):** Effective 31 Oct 2023, SAF/MRM approved the FY25 RCAIB. This bonus may be granted to fully qualified enlisted members who affiliate directly from RegAF, IRR, or another regular military department component into the AFR (no previous SELRES service) without a break in service. Is assigned to a non-critical skills DAFSC on the member's EDCSA for which they hold at least a three (3) skill-level CAFSC or secondary AFSC on the date of enlistment. Member has less than 20 years of total military service based on pay date, IAW DoDI 1304.31, Section 4.2, c(2). Palace Chase participants, ARTs, AGRs, and personnel hired from another Reserve Component (i.e., ANG) are not eligible.
- Members **enlisting** into a non-critical skills DAFSC may be eligible for a \$10K bonus, with a 3-year contract, paid up front/lump sum
- e. **Retention Bonus (Reenlistment):** A bonus granted to an Airman reenlisting for at least three years. Airmen must reenlist within six months of current expiration term of service (ETS) when they are not currently receiving a bonus. Current bonus recipients must reenlist within 30 days of their ETS to maintain future bonus eligibility. To be eligible for a reenlistment bonus, an Airman must meet the following parameters:
- Airman must be reenlistment eligible
  - Must be in the grade of E-5 through E-7, regardless of DAFSC
  - \*Must have no less than 5 and no more than 11 years of service, based on pay date (not 1 day more than 11 years)
  - Bonus is paid lump sum/up front
  - Members reenlisting into a critical skills DAFSC may be eligible for a \$15K bonus, with a 3-year contract, paid up front/lump sum
  - Members enlisting into a non-critical skills DAFSC may be eligible for a \$10K bonus, with a 3-year contract, paid up front/lump sum

### **\*Years of Service based on Pay Date, Range Explanation:**

The time and date calculator provided is a useful tool to help calculate accurate dates,  
<https://www.timeanddate.com/date/dateadd.html>.

**EXAMPLE #1.** Reenlistment Bonus Program Eligibility for critical skills DAFSC. Airman's ETS is 1 Oct 2024.

Earliest Pay date (5 years of service) for eligibility window would be 30 Sep 2019.

Latest Pay date (11 years of service) for eligibility window would be 1 Oct 2013.

**CSL Example #1 Explained.** SSgt Smith is eligible for reenlistment in FY25, her DAFSC is 2A3X5 and she has more than 5 but less than 11 years of military service based on her pay date (1 January 2017), she may be eligible for a reenlistment bonus of \$15,000 to be paid up front in a lump sum for a 3-year contract.

**EXAMPLE #2.** Reenlistment Bonus Program Eligibility for non-critical skill DAFSC. Airman's ETS is 31 Mar 2026.

Earliest reenlistment date is 30 Sep 2025, the last day to be eligible for FY25 reenlistment bonus in a non-critical skill DAFSC.

**Non-CSL Example #2 Explained.** MSgt Smythe is eligible for reenlistment in FY25, his DAFSC is 3F171, he has more than 5 but less than 11 years of military service based on his pay date (7 September 2016), he may be eligible for a reenlistment bonus of \$10,000 to be paid lump sum up front for a 3-year contract.

### **NOTES:**

1. Effective 22 Sep 2023, the AFRC/CD approved a permanent T-2 waiver of DAFI 36-3012, para 5.4.4.1., removing the requirement that members who are reenlisting, "must have a minimum of 6 years of service" so that execution procedures and guidance will be aligned with the retention goal. The waiver is not retroactive.
2. An Airman who receives a bonus in accordance with Section 331 of Title 37, U.S.C., and fails to complete the period of obligated service or other conditions of service for which the bonus is paid, as specified in the agreement and required in Paragraph 3.1.a., must repay the Military Department concerned pursuant to Section 373 of Title 37, U.S.C., and Chapter 2 of Volume 7A of DoD 7000.14-R.

## 10. FY25 CRITICAL SKILLS DAFSC FOR ENLISTED

The following outlines **fifty-two (52) enlisted** MAJCOM-wide **critical skills DAFSCs** eligible for Prior Service and Non- Prior Service Enlistment, Affiliation, or Retention bonus in FY25. All TR and IR Airmen hired into a critical skills DAFSC and meets eligibility requirements in accordance with prescribed Air Force policy and law may be eligible for an Enlistment, Affiliation, or Reenlistment bonus.

FY25 MAJCOM-WIDE BONUS ELIGIBILITY ENLISTED	
DAFSC	Duty Title
1A1X2	Mobility Force Aviator (previously 1A1X1)
1A1X3	Special Mission Aviator (previously 1A1X1, 1A9X1)
1A1X8	Executive Mission Aviator (previously 1A3X1, 1A6X1)
1A8X1	Airborne Cryptologic Language Analyst
1A8X2	Airborne ISR Operator
1B4X1	Cyber Warfare Operations
1C3X1	Command & Control Operations
1N3X1	Cryptologic Language Analyst
1N7X1	Human Intelligence Specialist
J1T0X1	Survival, Evasion, Resistance, Escape Specialist (SERE)
1Z1X1	Pararescue
2A3X4	Fighter Aircraft Integrated Avionics
2A3X5	Advanced Fighter Aircraft Integrated Avionics
2A3X7	Tactical Aircraft Maintenance (5 <sup>th</sup> Generation)
2A5X1	Airlift/Special Mission Aircraft Maintenance
2A5X2	Helicopter/Tiltrotor Aircraft Maintenance
2A5X4	Refuel/Bomber Aircraft Maintenance
2A6X1	Aerospace Propulsion
2A6X2	Aerospace Ground Equipment
2A6X3	Aircrew Egress Systems
2A6X4	Aircraft Fuel Systems
2A6X5	Aircraft Hydraulic Systems
2A6X6	Aircraft Electrical and Environmental Systems
2A7X2	Nondestructive Inspection
2A7X3	Aircraft Structural Maintenance
2A9X4	Heavy Aircraft Integrated Avionics
2F0X1	Fuels
2G0X1	Logistics Plans
2R2X1	Maintenance Management Analysis
2S0X1	Material Management
2T1X1	Ground Transportation
2T3X1	Mission Generation Vehicular Equipment Maintenance
2W0X1	Munitions Systems



3E0X1	Electrical Systems
3E0X2	Electrical Power Production
3E2X1	Pavements and Construction Equipment
3E3X1	Structural
3E4X1	Water and Fuel System Maintenance
3E7X1	Fire Protection
3E8X1	Explosive Ordinance Disposal
3F2X1	Education and Training
3N0X6	Public Affairs
3P0X1	Security Forces
4A2X1	Biomedical Equipment
4B0X1	Bioenvironmental Engineering
4E0X1	Public Health
X4N0X1	Aerospace Medical Service
5J0X1	Paralegal
5R0X1	Religious Affairs
6F0X1	Financial Management & Comptroller
7S0X1	Special Investigations
9S100	Scientific Applications Specialist

ENLISTED BY-LOCATION (7)	
AFSC	LOCATION
3E4X3	22ND AIR FORCE / 0302 AIRLIFT WG / PETERSON
3E4X3	4TH AIR FORCE / 0911 AIRLIFT WG / PITTSBURGH INTL
3E4X3	10TH AIR FORCE / 0919 SPECIAL OPERATIONS WG / DUKE FIELD
3E5X1	4TH AIR FORCE / 0433 AIRLIFT WG / JBSA LACKLAND
3E5X1	4TH AIR FORCE / 0914 AIR REFUELING WG / NIAGARA FALLS INT
2W1X1	10TH AIR FORCE / 0477 FIGHTER GP / JB ELMENDORF-RICH
2W1X1	10TH AIR FORCE / 0419 FIGHTER WG / HILL
2A7X1	22ND AIR FORCE / 0934 AIRLIFT WG / MINNEAPOLIS ST PA
2A7X1	4TH AIR FORCE / 0914 AIR REFUELING WG / NIAGARA FALLS INT
2A7X1	4TH AIR FORCE / 0507 AIR REFUELING WG / TINKER
3E9X1	4TH AIR FORCE / 0349 AIR MOBILITY WG / TRAVIS
3E9X1	4TH AIR FORCE / 0445 AIRLIFT WG / WRIGHT PATTERSON
3E9X1	4TH AIR FORCE / 0434 AIR REFUELING WG / GRISSOM
3E9X1	22ND AIR FORCE / 0910 AIRLIFT WG / YOUNGSTOWN WARREN
3E9X1	10TH AIR FORCE / 0442 FIGHTER WG / WHITEMAN
3E9X1	4TH AIR FORCE / 0911 AIRLIFT WG / PITTSBURGH INTL
3E9X1	4TH AIR FORCE / 0439 AIRLIFT WG / WESTOVER
3E9X1	4TH AIR FORCE / 0452 AIR MOBILITY WG / MARCH
1N8X1	10TH AIR FORCE / 0655 INTL/SURVEIL/RECON WG / WRIGHT-PATT

## Section F: Reserve Service Commitment

### 11. RESERVE SERVICE COMMITMENT (RSC)

Officer and enlisted members approved for a bonus will incur a reserve service commitment. RSCs assure the Air Force and taxpayers receive an appropriate return on their investment. Established RSCs communicate to the members the periods of obligated service they must agree to complete for affiliation or retention bonuses.

An RSC does not establish a date of separation. Officer and Enlisted members are required to complete the DAF Form 64, *RSC Acknowledgement/Declination*, which formally documents the member's acknowledgement and acceptance of the RSC. Failure to complete the DAF Form 64 does not relieve the member of the RSC.

#### WTMC Responsibility

The servicing WTMC will ensure TRs are counseled on the RSC and will secure a written agreement that details the member's RSC acknowledgement or declination and file the bonus incentive agreement in their local ERM system. Send the DAF Form 64 to AFPC for upload in the member's electronic ARMs record.

Ensures the member has sufficient retainability for the RSC. If a member declines the RSC, they are ineligible for the bonus. Once ARPC/DPATI approves a bonus, the WTMC will update MilPDS with the appropriate RSC code from the chart on page 7 of this guide.

#### HQ RIO

The HQ RIO/TMC will ensure IRs are counseled on the RSC and will secure a written agreement that details the member's RSC acknowledgement or declination and file the bonus incentive agreement in their local ERM system. Send the DAF Form 64 to AFPC for upload in the member's electronic ARMs record.

Ensures the member has sufficient retainability for the RSC. If a member declines the RSC, they are ineligible for the bonus. Once ARPC/DPATI approves a bonus, the detachment will update MilPDS with the appropriate RSC code from the chart on page 7 of this guide.

#### AFRC/A1Y and ARPC/CC

AFRC/CD is the approval authority for RSC waivers. TRs must request an RSC waiver in writing through command channels and forward to HQ AFRC/A1Y via TMT for AFRC/CD final decision. AFRC/A1Y will provide the WTMC with the final written determination. IRs must process their request through their program manager to ARPC/CC for final decision.

## MilPDS Instructions for RSC Updates

How to update a members RSC in MilPDS for an ARPC/DPATI approved bonus:

- Log into MilPDS
- Navigate to + **Customer Support**
- Navigate to + **Career Enhancements**
- Navigate to + **Miscellaneous**
- Navigate to + **Officer Quality Force Actions** or +**Enlisted Quality Force Actions**
- Select **F11** on keyboard
- Type in member's SSN
- Select **Ctrl F11** on keyboard
- Select **RSV FORCES COMMITMENT**
- Click on the ... beside **Service Commitment Reason**
  - Select the RSC bonus corresponding code listed in the above chart
  - Enter the **Service Commitment Expiration** date (bonus approval plus number of years incurred for reserve service commitment)

**Note:** MilPDS screen shots are available in the OneNote (Talent Management Guide) under PDS Update, Section E-1, pages 23–28.

## Section G: Bonus Incentive Continuation Request

### 12. BONUS INCENTIVE CONTINUATION REQUEST

Bonus incentive continuation occurs when a bonus which would otherwise be terminated is continued throughout the remainder of the current enlistment. Continuations are service department **event centered** (i.e., unit relocation, deactivation, reorganization, or retraining due to an event not caused by the member).

Continuation is not authorized without approval from ARPC/DPATI. The WTMC should submit continuation requests electronically through myFSS to ARPC/DPATI for approval or disapproval.

#### **Bonus Incentive Continuation Request:**

The request must contain:

- the member's bonus agreement
- status of latest bonus payment
- justification for request
- authorized/assigned data (all skill levels including gains/losses)

ARPC/DPATI will notify the WTMC or RIO TMC via myFSS of the final decision. If the request is disapproved or if the member does not meet the criteria for a bonus continuation, the Airman's servicing WTMC pays the member a final payment, and terminates the bonus, if necessary.

#### **Relocation and Bonus:**

Airman impacted by an AFR event for the convenience of the government and whose duty participation is adversely affected (unit deactivation, reorganization, relocated, military specialty changed, etc.), may be authorized up to six (6) months to obtain a position or new permanent duty station, in their same DAFSC within the SELRES. The additional time of non-duty participation will be added to their current enlistment.

- The member has 6 months to obtain a position in the SELRES in the same DAFSC. Exception to same DAFSC is if the government changed the member's DAFSC
- If the member obtains a position within the 6 months, the time spent not actively participating in the bonus AFSC is added to the member's service requirement (extension and RSC)

**Consideration:** Continuation approvals should be considered if a member's DAFSC is changed for the convenience of the government, so long as the member meets all other bonus eligibility criteria and remains within the SELRES.

#### **When to Terminate the Bonus:**

- If the member does not obtain a position, their eligibility for a bonus will terminate

## Section H: Bonus Termination

### 13. BONUS TERMINATION

If entitlement to a bonus is terminated for any reason before the fulfillment of the service as specified in the written agreement, the member will not be eligible to receive any further bonus payments except for service performed before the termination date. WTMC's will confirm the reason for the bonus termination. The following outlines examples that warrant a bonus termination.

#### **Terminate Bonus Examples:**

1. Airmen currently receiving a bonus and is hired into an ART or AGR position.
  - a. Terminate, but do not recoup so long as the Airman successfully completed six months of the bonus contract obligation.
2. Airman does not fulfill the agreed upon terms of the contract (satisfactory participation).
3. Enlisted Airman earns a bonus and then accepts a commission in the Armed Forces.
4. The last day of 27 years of completed active duty or service in an active status; an enlisted Airman may not be paid a bonus for 28 years of service or more through the SRB program.

#### **Bonus Termination Process:**

1. WTMC will ensure the member has been paid a final bonus payment, if applicable, prior to terminating the bonus.
2. Determine under/ overpayment at the final payment:
  - WTMC may use the Teams bonus calculator in Talent Management Guide OneNote
3. WTMC completes the appropriate termination section on the bonus agreement (AF Form 4021, block III).
4. Updates MilPDS for enlisted terminations only.
5. Forwards termination request to ARPC/DPATI via myFSS.
6. ARPC/DPATI terminates the bonus record and send completed form back to WTMC to maintain for 1 year.

#### **Do Not Terminate:**

- Prior to completion of the original bonus contract for members who reenlist during the contract period for the purpose of GI Bill retainability

**The following chart provides bonus termination examples and corresponding recoupment actions:**

<b>Example No.</b>	<b>Bonus will terminate if a member</b>	<b>Recoupment Action</b>
1.	Voluntarily reclassifies into a non-incentive eligible AFSC and has not completed the full term of incentive contract (this includes Special DAFSC).	Terminate and Recoup any unearned portion.
2.	Voluntarily reclassifies to an incentive eligible AFSC and has not completed the full term of incentive contract (see note 1).	Terminate and Recoup any unearned portion.
3.	The member's employment in another military specialty or assignment rotation is directed (see note 2).	Terminate but do not recoup.
4.	Separates from the Air Force Reserve for any reason to include enlisting into the ANG, another military department, or voluntary recall into the active force (see notes 3 and 5).	Terminate and Recoup any unearned portion.
5.	Reassigned to the IRR either voluntarily or involuntarily and has not completed the full term of incentive contract.	Terminate and Recoup any unearned portion.
6.	Fails to participate satisfactorily in the Air Force Reserve according to established directives (see note 4).	Terminate and Recoup any unearned portion.
7.	Fails to maintain mandatory qualifications for the bonus AFSC (see notes 4 and 5).	Terminate and Recoup any unearned portion.
8.	Accepts a civilian position where membership in the Air Force Reserve is a condition of employment (i.e., ART) (see note 6).	Terminate but do not recoup.
9.	Accepts an AGR position (see note 6).	Terminate but do not recoup.
10.	Accepts an immediate appointment as an Air Force Reserve commissioned officer for which no bonus or special pay is paid.	Terminate but do not recoup.
11.	Accepts an immediate appointment as an Air Force Reserve commissioned officer for which a bonus or special pay is paid.	Terminate and Recoup any unearned portion.
12.	Reaches 28 Years of Service (see note 7).	Terminate and Recoup any unearned portion.

**NOTES:**

1. Unless and ARPC approves a continuation waiver prior to member reclassing into the new AFSC.
2. HAF/REP further defines 'directed' as a change in status, also constituting an 'assignment action' and therefore, should not drive recoupment.

3. Unless the Involuntary separation is a result of unit inactivation, unit relocation, reorganization, or DoD directed reduction in the Selected Reserve.
4. Unless due to death, injury, illness or other impairment for reasons beyond the member's control.
5. Other than by death, injury, illness or other impairment not the result of the member's own misconduct.
6. So long as the member completed 6 months of their previous bonus agreement. If the individual did not complete (satisfactory participation) 6 months of their previous bonus agreement, recoupment is authorized.
7. IAW DoD 7000.14-R, FMR, Vol 7A, Chapter 56, para 7.2.8. An SRB may be paid to an enlisted member with up to 28 years of active duty or service in an active status. The Deputy Assistant Secretary of Defense for Military Personnel Policy may waive this restriction based upon a request and justification submitted by the Secretary of the Military Department concerned.

## Section I: Bonus Recoupment

### 14. BONUS RECOUPMENT

An Airman who receives a bonus in accordance with Section 331 of Title 37, U.S.C., and fails to complete the period of obligated service or other conditions of service for which the bonus is paid, as specified in the agreement and required in Paragraph 3.1.a., must repay the Military Department concerned pursuant to Section 373 of Title 37, U.S.C., and Chapter 2 of Volume 7A of DoD 7000.14-R.

#### **Recoup Bonus Examples:**

IAW DAFI 36-3012:

- Voluntarily reclassifies to a non-bonus eligible AFSC and has not completed the full term of bonus contract
- Reassigned to the IRR either voluntarily or involuntarily and has not completed the full term of bonus contract
- Does not meet the terms of satisfactory participation

#### **Conditions Under Which Recoupment of a Bonus Will Not Be Sought:**

IAW DoD 7000.14-R, FMR Vol 7A, Chapter 2:

- 3.3.3. Subject to the enlistment authorities, and the relevant regulations of the Secretary of the Military Department concerned, a member who was paid a bonus or special pay for a period of enlistment in a Military Department who is discharged for immediate reenlistment or appointment in a Military Department for which no bonus or special pay is paid, may be considered to have completed the full term of service specified in the former enlistment contract, provided the term of the latter reenlistment or appointment includes the remaining period of service from the former enlistment. The member's enlistment bonus or special pay entitlements will be addressed prior to discharge from a Military Department.
- 3.3.4. Repayment will not be sought, and the Secretary of the Military Department concerned will not pay any remaining unpaid portion of a pay or benefit under the following circumstances, unless otherwise authorized by the Secretary of the Military Department concerned under subparagraph 3.4.2.
  - 3.3.4.1. The member's employment in another military specialty or assignment rotation is directed
  - HAF/REP further defines 'directed' as a change in status, also constituting an 'assignment action' and therefore, should not drive recoupment



- Completed at least 6 months of their original bonus contract before taking an ART or AGR position. Terminate but do not recoup unless:
  - Reserve Component members who enter into a new bonus agreement within 6 months before accepting a federal civilian position, where membership in the Selected Reserve is a condition of employment, are subject to repayment of the new bonus amount and rescission of the previous bonus agreement (DoDI 1304.31, Section 3, General Procedures, para 3.1.c(6)(b))

### **Bonus Recoupment Process:**

- WTMC validates recoupment is the most appropriate action
- WTMC calculates the recoupment amount
  - Pull PCARS/Pay Calendar/UTAPs Calendar and recount the IDTs over the UTA periods
    - For PCARS count the 1.7.1/2.7.0 for UTA periods or RPA 1-31 January
    - For Pay Calendars count the 22s or 50s covering UTAs
    - For UTAPs Calendar count the solid black squares that cover UTA periods
    - See recoupment calculation formula below
- WTMC generates a memorandum for the local servicing FM office to recoup any overpaid periods that do not fall in the member's anniversary year
  - Provide the rank/name, SSN, approval date, dollar amount to be recouped, authorization number along with thorough details as to why the recoupment action needs to take place
- Local servicing FM is provided recoupment memorandum by WTMC
  - FM processes the recoupment request from WTMC

### **Bonus Recoupment Calculation Formula:**

- WTMC will validate recoupment reasons
- The total amount of the bonus to be paid divided by the total number of months of the bonus contract to determine the amount the member would have received if the bonus had been paid in monthly increments
- The monthly increment amount is then multiplied by the number of months the member satisfactorily served in the bonus program (earned bonus months)

- The earned bonus is subtracted from the total amount the member has received
- The remainder is determined to be the unearned portion of the bonus and is the recoupment amount

*Example:* A member completes 30 months of a six-year \$15,000 reenlistment agreement. The calculation would start as follows:

- six years = 72 months
- $\$15,000 \text{ (bonus)} / 72 \text{ (months of contract)} = \$208.33$  (Bonus Airman receives monthly)
- $\$208.33 \text{ (monthly bonus rcv'd)} \times 30 \text{ (completed months)} = \$6,249.90$  (paid to mbr)

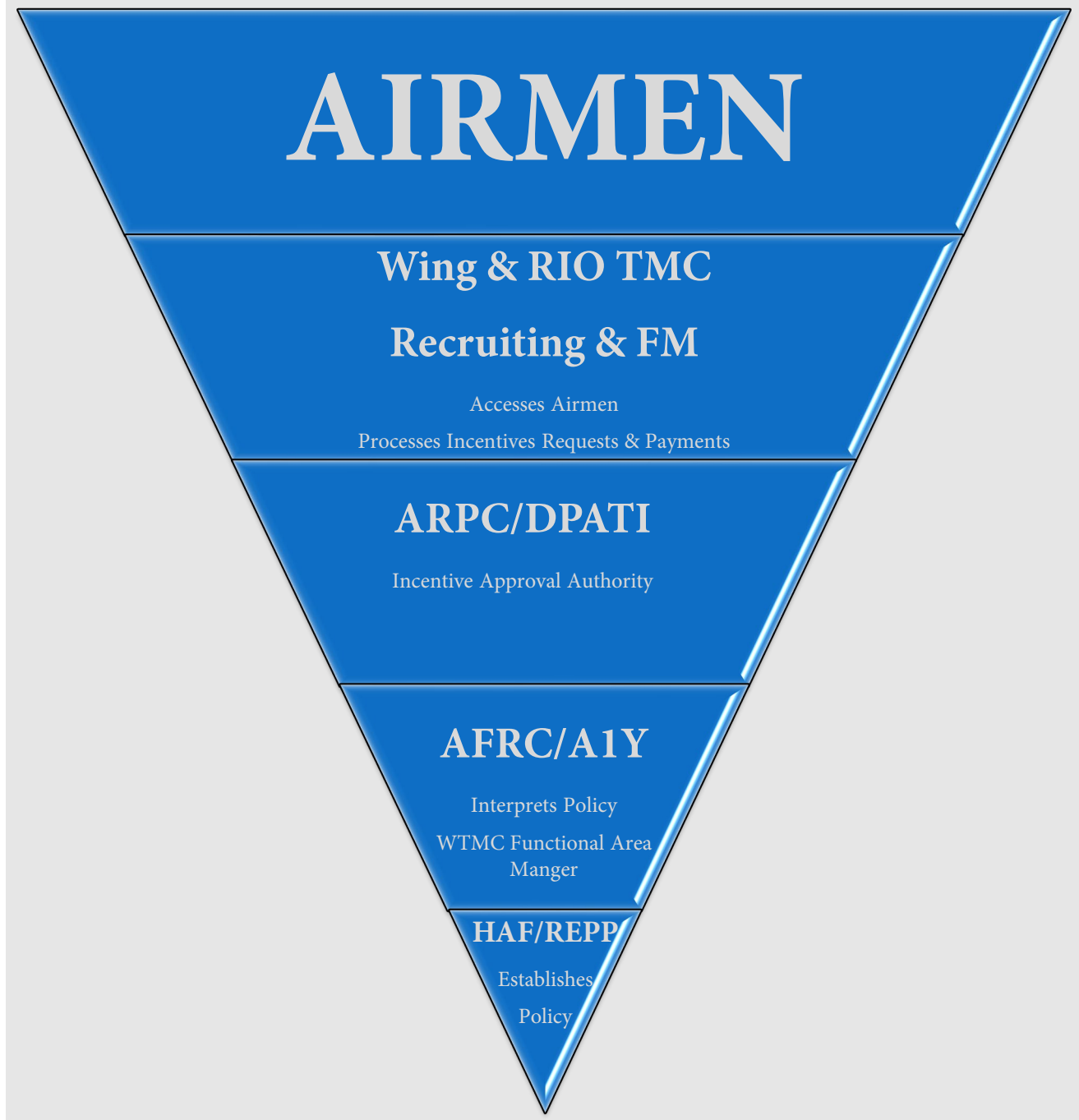
This figure is the amount the member actually earned while in the bonus program. Next, add the dollar amounts the member has already been paid (i.e.,  $\$7,500 + \$1,500 = \$9,000$ ). Then, subtract the amount earned from the amount member has already been paid ( $\$9,000 - \$6,249.90 = \$2,750.10$ ). This final total is the amount to be recouped from the member.

## Section J: Airmen-Oriented AFR Incentive Organizational Chart

### 15. AIRMEN-ORIENTED AFR INCENTIVE ORGANIZATIONAL CHART

The AFR incentive program is designed to attract and retain quality Airmen in critical skill duty authorizations, locations, and grades, while enhancing operational readiness.

The following diagram depicts AFR Incentive program processing and communication levels involved in effectively managing the AFR incentive program for officer and enlisted members.



## Section K: Q&A

### 16. QUESTIONS AND ANSWERS

Q1. DoDI 1304.31, *Enlisted Bonus Program*, refers to a transfer bonus, what is it and why isn't it offered?

- a. The transfer bonus is a monetary bonus offered to Airman who transfer between the Regular Component of a Military Service and the Ready Reserve of the same Military Service (Intra-service), or another Military service (Inter-service).

Currently the AFR is not offering a Transfer bonus, however the affiliation bonus is designed to attract fully qualified, RegAF or the IRR into SELRES or those hired into critical skills DAFSCs may receive a bonus regardless of the military department the member comes from. A member may have one or the other bonus, but not for the same period of service.

Q2. DoDI 1304.31, *Enlisted Bonus Program*, refers to a conversion bonus, what is it and why isn't it offered?

- a. A conversion bonus is the retraining bonus. The AFR is not specifically offering a retraining bonus in FY25.

Q3. Can I appeal a bonus recoupment action?

- a. Yes. Recoupment may be waived for conditions that meet the requirements of DoD FMR 7000.14, Vol 7a, Table 2.1, such as when a member fails to complete their full term of enlistment, reenlistment, accession, affiliation, or retraining contract for reasons beyond the member's control (i.e., death, injury, illness).

Members who desire to waive recoupment should submit waiver requests to SAF/MR for a determination through the respective chains of command, AFRC/A1. (T-0) DAFI 36-3012, para 4.3.2.3.3.

Q4. I have just accepted an ART position, what happens to my bonus?

- a. Terminate the bonus but do not recoup, so long as the member completed 6 months of their previous bonus agreement. If the individual did not complete (satisfactory participation) 6 months of their previous bonus agreement, recoupment is authorized.

Q5. What is an R/R year?

- a. It is an Airman's Retention/Retirement (R/R) year, typically the day a member joins the reserves, ending the day prior to their annual anniversary. In order to have a qualifying year, an Airman must earn a minimum of 50 points within their R/R. Each UTA has 4 periods. The completion of each period is worth 1 point; the max points a TR may earn during a UTA weekend is 4 points. Each active-duty day completed, is worth 1 point.

Example: You enlist into the AFR on 26 Nov. This Airman's R/R = 26 Nov through 25 Nov. To receive a qualifying year, the TR must earn 50 participation points during their R/R.

Q6. What is an incentive anniversary date?

- a. The incentive anniversary date is the date the Airman entered into the bonus program through an enlistment, reenlistment, or appointment (bonus start date). Anniversary payments will be paid by day and month the Airman entered the bonus program (when the bonus starts). Example: Date entered the bonus program is 15 October 2023, the re-occurring anniversary date is 15 Oct.

Q7. I am currently receiving a bonus and have accepted an appointment as a commissioned officer, what happens to my bonus?

- a. Members who's appointed DAFSC does not qualify for an Officer Accession Bonus will have their enlisted bonus terminated but not recouped.

Members who's appointed DAFSC qualifies for an Officer Accession Bonus will have their enlisted bonus terminated and the unearned portion recouped. This allows for the newly commission officer to be eligible for the officer bonus. The goal is to not pay a member twice for the same period of service.

IAW Subchapter I, Chapter 5 of Title 37, U.S.C., a member must not be in receipt of an accession, retention, reserve affiliation, or transfer bonus, in accordance with for the same activity, skill, or period of service. Officers may appeal to SAF/MR for a waiver recoupment exemption.

Q8. Is a retraining bonus offered in FY25?

- a. No. Airmen are authorized to retrain and may be eligible for a reenlistment (retention) bonus once they completed qualification training.

Q9. What happens if I have received a bonus or am receiving anniversary bonus payments and I run into a hardship, or my unit is realigned and I'm unable to find a position?

- a. An Airman may incur a period of authorized no availability, for a period of no more than 1 year, for valid reasons as determined by the Secretary concerned. If approved, their incentive will be suspended and will not be entitled to incentive payments. The Airman will be reassigned to the IRR.

If later the Airman is reinstated into the SELRES, the member must extend their term of service so that they can serve the full original contract period which produced the RSC.

The Airman's servicing WTMC will electronically submit a request for a period of nonavailability to ARPC along with the member's incentive agreement. The member's request must be endorsed by their unit/cc. ARPC/DPATI is the final decision authority.

Additional guidance on non-availability may be found in DAFI 36-3012, para 5.10., No availability.